CHAPTER 2
Getting Started

In This Chapter:

- Where Do I Start?

- Step 1: Gather All The Necessary Materials

- Step 2: Review Your ROP

- Step 3: Identify Any New Requirements

- Step 4: Install The PASS-ROP Software

- Step 5: Install Your Application File

- Step 6: Open Your Application

- If You Find Software Errors

CHAPTER 2: GETTING STARTED

WHERE DO I START?

Completing an ROP application can be very confusing if you don't know where to start. This chapter is broken down into the steps you should take before beginning to work on your ROP application. After following these steps you will have successfully installed the PASS-ROP software onto your computer, installed your application files, and opened your application.

STEP 1: GATHER ALL THE NECESSARY MATERIALS

Before you begin your ROP application, gather all the information you need to fill out the electronic forms. Some of the items that may be required to complete the ROP application include:

- Your Renewable Operating Permit
- Computer with appropriate capabilities (see Table 2-1)
- PASS-ROP Software
- Permits to Install
- Consent Orders/Consent Judgments

STEP 2: REVIEW YOUR EXISTING ROP (IF THIS IS A RENEWAL APPLICATION)

Most of the information contained in your existing ROP will need to be entered into your ROP renewal application. Read through your ROP and compare the information contained in it to what is currently at your facility. Does everything match up? If you have installed or removed emission units and your existing ROP does not reflect these changes, you will need to make sure the information is entered correctly into your ROP renewal application.

Make a note of any equipment that is in your facility but not included in the ROP. If a Permit to Install was obtained for the equipment, have it available. You will need to enter the new emission unit into your ROP application along with the applicable requirements associated with it. Other equipment at your facility that does not appear in your existing ROP may or may not have to be included in the ROP application. Chapter 6 discusses which emission units need to be included in the application.

Also make a note of the equipment that is in your ROP but no longer in your facility, either because it was removed or rendered permanently inoperable. You may need to update this information in your application.

STEP 3: IDENTIFY ANY NEW REQUIREMENTS

Consent Orders/Judgments
If your facility is subject to any Consent Orders/Judgments they will contain requirements which must be included in your ROP. If the requirements in the Consent Order/Judgment are not in your existing ROP, make a note of them. They will need to be included in your application. Chapter 8 explains how to enter these requirements into your ROP application.

New Regulations

Is your source subject, or will it become subject, to any new state or federal regulations (e.g. a new MACT standard)? If so, are the requirements in your existing ROP? If you are subject to new requirements and they have not yet been added to your ROP, you must include them in your ROP application. For example, if your source is subject to a MACT standard that was recently promulgated and that standard contains new, stricter emission limits, you will need to propose those new limits into your ROP application, as well as any associated periodic monitoring that may be required. Chapter 8 explains how to incorporate these new requirements into your ROP application.

STEP 4: INSTALL THE PASS-ROP SOFTWARE

Now that you have prepared all the information you will need to complete your ROP application, it is time to begin. It is highly recommended that you use the PASS-ROP software to complete and submit your ROP application. The instructions below provide information you should be familiar with regarding the PASS-ROP software as well as instructions for how to install the software onto your computer.

To take full advantage of the PASS software, the computer properties in Table 2-1 are recommended as a minimum.

Table 2-1: PASS-ROP Software Computer Requirements

Parameter	Minimum Requirement	Comment
Operating System:	32 bit	Operating systems that are 32 bit include Windows 95, 98, NT, ME, XP, and 2000. *Tests have only been conducted on machines with Windows 95, 98, NT 4.0, and 2000. PASS-ROP software will not install or operate on 16 bit operating systems such as Windows for Workgroups 3.xx.*
Processor:	Pentium 133 MHz	Tests have only been conducted on machines with a Pentium 133 MHz or greater. The software may operate on a slower Pentium PC; however, productivity will decrease on slower PCs.
RAM:	64 MB	Tests have only been conducted on machines with 64 MB or greater RAM. Systems with less memory may work, but productivity will be affected due to memory swapping to disk by the operating system.
Hard Disk Storage:	90 MB Available for PASS	PASS-ROP requires 90 MB of disk space for the software and database files. The software occupies roughly 64 MB and the PASS database is 8 MB to 12 MB. Additional disk space is necessary for database expansion, temporary files and the practice database if installed.
Monitor:	SVGA 800 X 600 pixels 256 color	If your desktop area is set to 640 x 480 pixels or less, the software will operate but the active window will not fit the monitor screen. If the monitor color palette is less than 256 colors, the screens may be displayed with dark shading in data field areas.
Internet Service:	Any Internet Service Provider that offers browsing and e-mail services.	If you want to e-mail your completed application to the AQD, you will need this capability. While e-mail provides a secure and convenient way to electronically transmit your completed application, you may also choose to submit your electronic application on a CD or diskettes.

WHAT IS PASS-ROP?

The Permit Application Submittal System for Renewable Operating Permits (PASS-ROP) is a computer based system used to complete an initial ROP application or an ROP renewal application. Sources that choose to use PASS-ROP will receive a CD containing the software. This software will contain some source data that was obtained from previously submitted Michigan Air Emission System (MAERS) reports. Once the electronic application is complete, the source can use PASS-ROP to submit the application via e-mail (or on CD) to the Air Quality Division (AQD).

PASS-ROP has been designed using Graphical User Interface standards. The look and feel of PASS is very similar to other Windows based applications. It has been designed to take advantage of many of the standard features such as menus, toolbars, drop-down data lists, command buttons, copy, cut and paste.

While this chapter of the workbook will assist you in operating the PASS-ROP software, it is not intended to familiarize you with general Windows functions or mouse operation and navigation techniques. If you are not familiar with general Windows functions, you should obtain basic Windows training before proceeding to use this software.

Installation Instructions

The PASS-ROP software is distributed and installed via CD-ROM, which may be obtained from the Department of Environmental Quality (DEQ), AQD. You may request a CD from any AQD district office (see Appendix D); however, the AQD will usually mail a renewal packet, including the CD, to sources that are approaching their renewal deadline.

The steps below explain how to install PASS-ROP onto your computer.

1. Insert the PASS-ROP CD into your computer's CD-ROM drive

2. Use Windows Explorer or File Manager to access the CD-ROM drive and open the CD. There will be two folders on the CD. Open the "PASS-ROP SOFTWARE" folder.
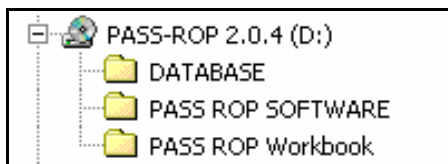

Figure 2-1: PASS-ROP CD Folders

3. Double click on the **Setup.exe** file to begin the software installation process.

4. Follow the software setup instructions to establish the software and database locations on your computer. **You must use the default file locations**.

Software Location
PASS-ROP software is designed to run from local PC disk drives, not network drives. The default drive is C: and the required subdirectory for the software is "C:\AQD_APPS\PASS." This directory is created for you by the setup routine supplied with the PASS-ROP software.

STEP 5: INSTALL YOUR APPLICATION FILE

Before you can begin working on your ROP application, you have to install your source's application file. The instructions below explain the procedure for installing your application file into PASS-ROP.

1. Insert the PASS-ROP CD into your computer's CD-ROM drive.

2. Using Windows Explorer or the File Manager, open the PASS-ROP CD.

3. Open the folder called 'DATABASE" or "ROP APPLICATION FILES TO BE INSTALLED." In this folder you will find your ROP application installation file. The application installation file will be named "[your SRN]p3_New.inst." If your application installation file is not in this folder contact your AQD district office.

    Note: If AQD is returning a submitted application for you to edit, the file will be named "[your SRN]p3_Returned.inst."

4. Copy the application installation file identified in Step 3 (e.g. "Z9999p3_New.inst") to the following directory on your computer's C drive: **C:\AQD_APPS\INSTALL**. This directory was created when you installed the software.
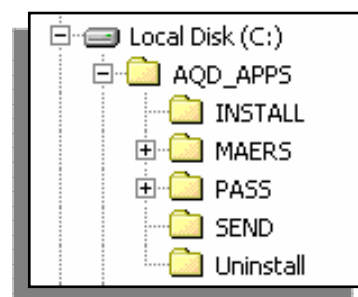

Figure 2-2: AQD_APPS Directory

5. Start the PASS-ROP software.

6. Go to **Utilities** on the menu bar and select **Install Application**. A window should appear displaying the application files available to be installed (Figure 2-3). These should be the files you copied to the directory identified in Step 4.

7. Select the application file you wish to install and click "OK." The software will start the installation process.
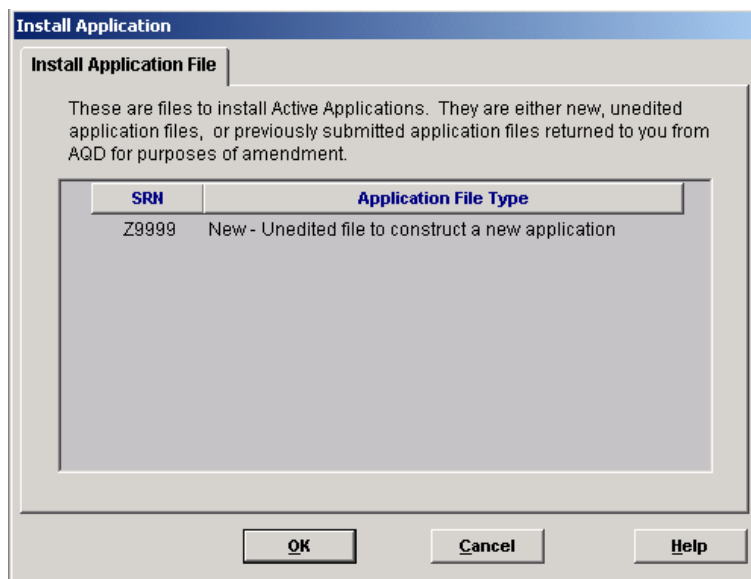

Figure 2-3: Install Application Screen

STEP 6: OPEN YOUR APPLICATION

Once the installation process is complete, follow the instructions below to open your application to begin editing.

1. Go to **File** on the menu bar and select **Open Application**. A window should appear displaying the application files that you have installed (Figure 2-4). For most facilities, only your SRN and the PRACTICE database should appear. Remember, the practice database may be used if you would like to practice entering information on the forms; however, the **practice database cannot be submitted to the AQD**. (if the application file you tried to install does not appear in this window, you may need to try installing it again).
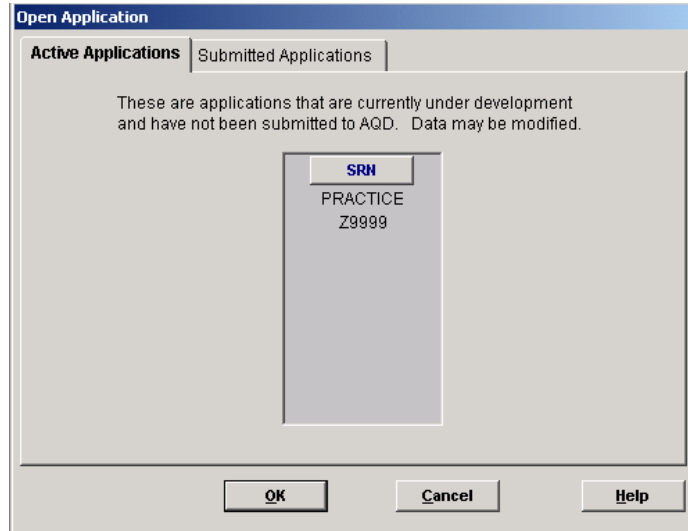

Figure 2-4: Open Application Screen

2. To open an application, select the application file you wish to open and click "OK." Once connected to the application, the menu bar and tool bar will appear as in Figure 2-5. The SRN and name of your source will appear in the window title bar. If "PRACTICE" is in the window title bar, it means that you are working in the practice database.

Figure 2-5: Opened Application

IF YOU FIND SOFTWARE ERRORS

The AQD has made every effort to deliver a quality product. However, like any software package, it is inevitable that errors may still be discovered. If you find any errors, please do the following:

1. Record the error message. You can print the message or write down the error message number.

2. Note the series of keystrokes or actions taken just prior to receiving the error.

3. Try to close down your PASS-ROP software without saving the data. If the error is severe, not saving the data could prevent corruption of your database.

4. Notify, preferably by e-mail, the AQD district office for your facility (see Appendix D for contact information). Include the items you recorded in steps 1 and 2 above with your e-mail. District staff will forward your e-mail to technical staff knowledgeable in the construction of the software.